

**UNITED STATES BANKRUPTCY COURT  
FOR THE SOUTHERN DISTRICT OF IOWA**

**Conversion to PDF File**

**Conversion of any word processing document to a Portable Document Format (PDF) is required before submission to the CM/ECF System.** To accomplish this you must have Adobe Acrobat Writer software installed.

The following provides instructions for converting a file created by a Windows based program to PDF. In some instances, some of these steps may be eliminated depending on the software you use and the configuration of your system.

<b>Step 1</b>	Open the document to convert.
<b>Step 2</b>	Click on the <b>File</b> drop down menu and select the <b>Print</b> option. The print dialog box appears. Select the option to change the selected printer. A drop down window menu with a list of printer choices appears.
<b>Step 3</b>	Select <b>Adobe PDFWriter</b> . Click on <b>Print</b> button in the dialog box. The file does not actually print; instead the option to save the file as a PDF appears.
<b>Step 4</b>	In the <b>Save PDF File As</b> dialog box, assign and type a file name. Make sure that the <b>List Files of Type</b> window displays <b>PDF files (*.PDF)</b> . Click on <b>OK</b> to save the file as a PDF document.
<b>Step 5</b>	The imaged/scanned document can now be filed electronically or moved to a disk.

**Optional Feature**

<b>Edit Document Info</b>	Open the <b>Acrobat PDFWriter Document Information</b> - Located in the lower left corner of the dialog box allows editing of the PDF document properties before saving the document.
<b>View PDF File</b>	A check box located in the right corner of the dialog box allows the Acrobat document to open once you click on <b>Save</b> .

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**CAUTION:** If you are completing a PDF Fill-in-the-blank form, these instructions are not applicable.

**Additional Options**

New versions of WordPerfect and Word and Word for Windows may have options to convert a document using:

- Click on **File**; select **Create Adobe PDF**, [Print via PDFWriter]. Proceed with Step 4 above.
- Click Acrobat icon on toolbar (appears like Acrobat document). Follow instructions appearing on subsequent screens.

**Insert Page(s) into Existing PDF Document**

1. Open the main PDF document (document to insert pages).
2. From the menu bar select, Documents.
3. Select, Insert Pages.
4. A dialogue box opens.
5. Select the PDF file to insert into the main PDF document.
6. Double click.
7. A dialogue box opens.

Designate where in the open PDF document you want to add the page(s)